

TATIANA RONDEROS

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SUMMARY

Dedicated media content producer with strong background in film production coordination and assisting with wide range of support tasks. Highly detail-oriented and organized to drive smooth production operations.

Production entrepreneur.

- Bilingual English and Spanish
- Photoshop Adobe, Premier Pro Adobe, Microsoft Office, Mac ISO
- Solutions development
- Process improvement strategies
- Continuous improvements
- Problem resolution
- Relationship building

SKILLS

EXPERIENCE

08/2020 to Current Production Coordinator
Bluefish Movie LLC — New York City, NY

- Delivered production schedules to cast and crew team to provide established timeframes for remote rehearsals and film shoots.
- Attended cast and crew meetings and assisted fellow planning staff through Zoom and Google Drive to maintain proper workflows.
- Provided skilled clerical assistance to production team.
- Managed projects through supervision of workflows during film creation.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Coordinated international shipment for sound and filming equipment.

02/2019 to Current Asst Artistic Director and Production Coordinator
Teatro LATEA — New York City, NY

- Coordinated artistic projects, exhibit scheduling and artist interface duties.
- Fostered productive, professional working relationships with fellow craftspeople, vendors and media representatives.
- Organized performance schedules and designated each performance's theme, visual elements and guest artists.
- Commissioned playwrights to write plays and selected specific scripts for upcoming productions.
- Coordinated casts, support crews and resources to facilitate commercial video production.
- Created long- and short-range plans and developed targeted goals and objectives to support those endeavors.
- Improved productivity initiatives, managing office support tasks and coordinating itinerary and scheduling appointments.
- Supported office needs including taking messages, scanning documents and routing business correspondence.
- Greeted visitors or callers daily to handle inquiries or direct to appropriate persons.

09/2013 to 10/2020 Production Assistant
Ghost Robot — New York, NY

- Worked as Production Assistant for Ghost Robot in several occasions for different clients (Samsung, IKEA, Timberland, eBay)
- Additional production companies : Inc Entertainment Digital Programming (MTV) Uncle Knuckles Inc (Chipotle), Gap Kids), Figura Media, LLC (Nickelodeon), Eleven Videos (Ryan Cos Architect development.)
- Assessed current inventories and brought in supplies to keep stock within optimal levels for expected demands.
- Conveyed service-driven attitude to all stakeholders, including agencies, brands, customers and partners.
- Helped machine operators set up and tend equipment to complete runs.
- Purchased goods to maintain stock and prepare for assembly of filming and art packages (remote film shoot).
- Maintained meticulous organization of filming areas by removing debris and sweeping floors.
- Remained alert, active and ready to respond to any request at any time using variety of available resources.
- Performed wide range of tasks in over 5 diverse filming areas.
- Escorted actors and actresses to and from trailers and provided bottled water and any other requested items.
- Talked with other crew members via walkie talkies.
- Delivered production schedules to camera team to provide established timeframes for filming.

Line Producer

El Clan Films — New York, NY

- I have produced over 3 short films with ultra low budgets with festival circuit recognitions. (Vocation - Short Latin Film Festiva NYC and Coachella 2017, Pressure- Short Latin Film Festiva NYC and Coachella 2017, Latino Film Market, Mary- Short Latin Film Festiva NYC and Coachella 2017, Smart Films 2017 Special recognition)
- Estimated project expenses including salaries, equipment, wardrobe set design and fees for shooting locations and permits.
- Monitored expenditures to ensure adherence to budget requirements.
- Monitored the film's budget and production schedule and revised scheduled, if needed.
- Oversaw the hiring of the crew, found equipment and suppliers, scouted locations and provided vision to the director.
- Developed and adjusted filming schedules utilizing production timeframes for shootings.

05/2019 to 07/2019 Stage Producer.

Self Employed — New York, NY

- Acquired the rights of the American play The Pied Pipers of Lower East Side by Derek Ahonen, translated the script for the Latin American audience and produced the adaptation in New York City and Bogotá Colombia.
- Created project budgets and managed all production costs.
- Kept productions in compliance with network and legal requirements.
- Recruited and managed event and location crews.
- Helped director with planning and completing
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- Cultivated project funding through presentations to investors and project

stakeholders.

- Currently working on the play's adaptation for the screen.
- In production of the Seed and Spark crowd funding for the film.

EDUCATION AND TRAINING

05/2011 Associate of Arts: Acting
The American Academy Of Dramatic Arts — New York, NY

05/2013 Two Year Certification And Graduation Diploma. : Acting
The Neighborhood Playhouse School Of Theater. — New York, NY

Film And TV Essentials. : Film Production
New York University — New York, NY

WEBSITES, PORTFOLIOS, PROFILES

- www.tatironderos.com
- @tatironderos
- @lospiedpipers

ADDITIONAL INFORMATION

Film acting credits:

Her Smell (Dir. Alex Perry), Mile 22 Day (Dir. Peter Berg), The Effects of Blunt Force Trauma (Dir. Ken Sanzel), Acetone (Dir. Liza Mann), One too many (Dir. Indigo Bates), The Zombies want The Bronx (Dir. Leo Curbelo), The Art Lesson (Dir. Leo Curbelo), The Trap (Dir. Thereza Helena), Vocation (Dir. Alejandro Aguilar), Mary (Dir. Alejandro Aguilar)

NY Theater acting credits:

The Songs of Douglas J. Cohen (Urban Stages) 20XX (BAM Fisher), Flowers don't grow here anymore (Hudson Guild Theater), Girl inside the Mirror (Planet Connection), Hawley (Rising Sun), Verano Verano (Iati Theater), The Treatment (Iati Theater), Cama para Dos (Teatro Latea), Los Pied Pipers de Woodside (Teatro Latea), The Cherry Orchard (Schapiro Theater), Twelfth Night (Rita Wallach Morgenthau Theater), Sunny Under the Assumption (Rita Wallach Morgenthau Theatre)